



(Submit with Travel Voucher)

1. ENTER DAILY EXPENSES PAID ON REVERSE SIDE.

2. If temporary quarters subsistence expense reimbursement is claimed at different locations for employee and for dependent(s), use separate expense itemization sheet for each location.

3. If any other claim for temporary quarters subsistence expense reimbursement has been made in connection with this PCS move, explain. Attach copy of paid voucher if claim has been paid.

4. If separate claim has been made for PCS travel from an old to new duty station, explain. Attach copy of paid voucher if claim has been paid.

5. If official temporary duty was performed during the temporary quarters subsistence expense reimbursement claim period, explain, Attach copy of paid voucher if claim has been paid.

6. Occupancy of permanent quarters means when household goods are moved in or the employee or any member of the family starts occupancy.

7. Receipts are required for any lodging expenses and all other expenses over \$75.00, except for the use of coin-operated laundry facilities.

**Included in claim. Show only eligible members of family included in travel authorization.*

DAILY ITEMIZATION OF EXPENSES PAID

ITEM	DATE	LODGING LOCATION	COST	NO OF PERSONS		MEAL COST INCLUDING TIPS*			LAUND AND DRY CLEAN		DAILY TOTAL AMOUNT
				EMP ONLY	DEP	BREAK- FAST	LUNCH	DINNER	COIN MACH	OTHER	
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		TOTAL EXPENSES CLAIMED									

FOR ACCOUNTING OFFICE USE

* Show for each meal "C" if commercial meal and "H" if home meal.